

2702

A G R E E M E N T

BETWEEN

VILLAGE OF RIDGEWOOD  
BERGEN COUNTY, NEW JERSEY

- and -

NJELU NO. 1/SEIU LOCAL 1988  
WHITE-COLLAR EMPLOYEES

JANUARY 1, 1996 THROUGH DECEMBER 31, 1998

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## PREAMBLE

THIS AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 199, by and between the VILLAGE OF RIDGEWOOD, in the County of Bergen, State of New Jersey, a Municipal Corporation of the State of New Jersey, hereinafter called the "Village", and NJELU No. 1/SEIU Local 1988, hereinafter called the "Union", represents the complete and final understanding on all bargainable issues between the Village and the Union.

## ARTICLE I

### RECOGNITION

The Village recognizes the Union as the exclusive collective negotiations agent for all white collar employees of the Village of Ridgewood who hold positions described in Schedule A attached hereto, or who may in the future hold the same or similar positions, excluding managerial employees and supervisors within the meaning of the Public Employees Relation Act.

## ARTICLE II

### MANAGEMENT RIGHTS

The Village hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to the problems

which may arise affecting the terms and conditions of employment. The parties agree that this procedure will be kept as informal as may be appropriate.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of his departmental supervisory staff.

B. Definition

The term "grievance" as used herein means any controversy arising over the interpretation, application or violation of this agreement or any policies, agreements and administrative decisions affecting any employee covered by this Agreement and may be raised by an individual, the Union or the Village.

C. Steps of the Grievance Procedure

The following constitutes the sole and exclusive method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual consent:

Step One

(a) An aggrieved employee or the Union on behalf of an aggrieved employee or employees shall institute action under the provisions hereof within ten (10) calendar days of (1) the occurrence of the grievance or (2) the time by which the grievant should have had knowledge of the occurrence with the exercise of reasonable diligence. Failure to act within said ten (10) calendar days shall be deemed to constitute an abandonment of the grievance on behalf of that individual or individuals.

(b) The supervisor shall render a decision within five (5) working days after receipt of the grievance.

**Step Two**

(a) In the event a satisfactory settlement has not been reached, the employee or the Union shall, in writing and signed, file his grievance with the department head (or his representative within five (5) working days following the determination by the supervisor.

(b) The department head, or his representative, shall render a decision in writing within five (5) working days from the receipt of the grievance.

**Step Three**

(a) In the event the grievance has not been resolved at Step Two, then within five (5) working days following the determination of the department head, the matter may be submitted to the Village Manager.

(b) The Village Manager, or his representative, shall review the matter and make a determination within ten (10) working days from the receipt of the grievance.

**Step Four - Arbitration**

(a) In the event the grievance has not been resolved at Step Three, the Union may within ten (10) working days request arbitration. The arbitrator shall be chosen in accordance with the Rules of the New Jersey Public Employment Relations Commission.

(b) However, no arbitration hearing shall be scheduled sooner than thirty (30) calendar days after the final decision by

the Village Manager. If the aggrieved elects to pursue Civil Service procedures, the arbitration hearing shall be canceled and the matter withdrawn from arbitration and the Union shall pay whatever costs may have been incurred in processing the case to arbitration.

(c) The arbitrator shall be bound by the provisions of this Agreement and restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this agreement or any amendment or supplement thereto.

(d) The cost of the services of the arbitrator shall be borne equally between the Village and the Union. An aggrieved employee shall suffer no loss in pay as a result of time spent appearing on his own behalf in an arbitration proceeding. Any expense incurred, including but not limited to the presentation of witnesses, shall be paid by the party incurring same.

(e) The arbitrator shall set forth his findings of facts and reasons for making the award within thirty (30) calendar days after conclusion of the arbitration hearing unless agreed to otherwise by the parties. The award of the arbitrator shall be final and binding on the employer, the Union, and the employee or employees who are involved or affected thereby. In the event there is an award of back pay, any earnings of the employee and any unemployment shall be offset and deducted from the award. Employees who have been discharged or suspended shall have the duty to seek work to mitigate claims for back wages.

D. Village Grievances

Grievances initiated by the Village shall be filed directly with the Union within ten (10) calendar days after the event giving rise to the grievance has occurred. Failure to act within said ten (10) calendar days shall be deemed to constitute abandonment of the grievance on the part of the Village. A meeting shall be held within ten (10) calendar days after filing a grievance between the representatives of the Village and the Union in an earnest effort to adjust the differences between the parties. In the event no such adjustment has been satisfactorily made within twenty (20) calendar days after such meeting, either party may within ten (10) calendar days thereafter file for arbitration in accordance with step Four above.

In no event shall the exercise of this provision or the fact of its availability to the Village be deemed a waiver of any right under appropriate circumstances to injunctive relief.

E. Union Representative

A Union representative shall be party to all steps of the grievance procedure and both the employee and the Union shall receive promptly full particulars of all charges, reprimands and warnings when made.

F. Department of Personnel Jurisdiction

Notwithstanding any foregoing provisions to the contrary, it is the intent of the parties that no matter in dispute that is subject to the review and/or the decision of the Department of Personnel of the State of New Jersey may be submitted to arbitration. The parties hereby direct the arbitrator not to

accept or to decide any matter in dispute that is subject to State Department of Personnel Review and Decision.

#### ARTICLE IV

##### SENIORITY

Seniority, which is defined as continuous employment with the Village from date of last hire, will be given due consideration by the Village under the following circumstances:

The most senior employees shall be given preference in the selection of vacations provided that there is no interruption of the normal operations of the Village.

#### ARTICLE V

##### UNION REPRESENTATIVES

A. Accredited representatives of the Union may enter the Village facilities or premises at reasonable hours for the purpose of observing conditions and assisting in the adjustments of grievances. When the Union decides to have its representatives enter the Village facilities or premises, it shall give prior notice thereof to the appropriate Village representative and the Union representative shall not be denied access to the premises. There shall be no interference with the normal operations of the business of Village government or the normal duties of employees. There shall be no Union business transacted nor meetings held on Village time unless the Village, in its sole discretion, consents thereto. The Union may conduct meetings on Village property outside of working hours provided permission is secured from the appropriate Village representative.

B. The Union shall notify the Village of the officers and stewards representing the Union in connection with the terms and provisions of this Agreement. A steward, upon prior notice to his immediate superior may investigate a grievance during working hours without loss of pay. The Village shall not interfere or restrain the Union from the election of officers and stewards or in any other matter interfere with the internal affairs of the Union.

C. Members of the Union negotiating committee shall not exceed four (4) in number. Such committee members who are on duty at the time negotiating sessions are being held shall suffer no loss of regular straight time pay for time spent on such negotiations.

#### ARTICLE VI

##### HOURS AND OVERTIME

A. The normal working week shall consist of thirty-five (35) hours per week, seven (7) hours per day, five (5) days per week. The regular hours of work shall consist of 8:30 a.m. to 4:30 p.m. Monday through Friday, with a one (1) hour lunch.

B. All work performed in excess of the specified hours in any work day or any work week shall be considered overtime and shall be paid at the rate of one and one-half times the regular rate of pay. An employee, at his/her option, may receive compensatory time subject to the approval of the Department Head. Compensatory time shall be earned and granted at the straight-time rate (hour for hour) for hours worked between 35 and 40



hours per week and at the overtime rate of time and one-half (1-1/2) for hours worked in excess of 40 per week.

## ARTICLE VII

### HOLIDAYS

A. The following holidays shall be recognized:

New Year's Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Martin Luther King Day
Good Friday	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving Day
Christmas Day	

B. A recognized holiday falling on a Saturday shall be observed on the preceding Friday and a recognized holiday falling on a Sunday shall be observed on the following Monday.

C. Each employee governed by this Agreement shall receive one-half day off on Christmas Eve and New Year's Eve each year.

## ARTICLE VIII

### VACATIONS

A. Annual vacation leave with pay shall be earned at the rate of one (1) working day of vacation for each month of service during the remainder of the vacation year following the date of appointment; twelve (12) working days vacation thereafter for every year through five (5) years of service; thirteen (13) working days vacation after the completion of five (5) years through ten (10) years of service; sixteen (16) working days vacation after the completion of ten (10) years and through

fifteen (15) years of service; commencing with sixteen (16) years of service, an additional working day of vacation shall be added for each year of service. Annual vacation leave shall be credited each January 1 and shall be based upon the anticipated employment of the employee throughout that entire calendar year. Severance from employment shall result in pro-ration of vacation leave for that year.

B. For the purpose of this Article the vacation year shall be defined as January 1 through December 31 inclusive. An employee must request a vacation in advance and such vacation shall not be unreasonably denied.

C. Vacation allowance must be taken during the current vacation year at such time as permitted or directed by the appointing authority unless the appointing authority determines that it cannot be taken because of pressure of work. An unused vacation may be carried forward into the next succeeding year only.

D. Payment of weekly wages in advance of vacation time taken shall be made where the employee requests such payment at least two (2) pay periods prior to his vacation leave.

E. Vacation leave time earned shall be posted for all employees in each department by the department at least every six (6) months.

## ARTICLE IX

### BENEFITS

A. The Village shall continue to provide the current hospitalization program with Comprehensive Benefits Service Co.,

Inc. with a single limit family deductible in the amount of Two Hundred (\$200.00) Dollars per year for all permanent and provisional employees who have been on the payroll for three (3) months, at the beginning of the fourth (4th) month of employment. Effective January 1, 1991, the individual deductible shall be \$200.00 and the family deductible shall be \$150.00.

B. The Village shall have the right to change insurance carriers so long as equivalent but not necessarily identical benefits are provided.

C. The Village shall provide a prescription plan, the premiums for which shall be paid by the Village and which plan shall provide for the employee to pay the initial One (\$1.00) Dollar of cost for each prescription. The plan shall be similar to that administered by Paid Prescriptions, Box 434, Paramus, New Jersey, 07652. Employees' dependents eligible under the terms of the policy will be provided Village-paid coverage. The Plan shall cover prescriptions for periods up to thirty (30) days or amounts up to one hundred (100) units, and the Plan shall include contraceptives. Effective January 1, 1991, the prescription program shall be a \$2.00 co-payment program for employees with an annual CAP of \$3,500.00 for prescriptions.

D. All employees covered by this agreement shall be enrolled in the dental plan described as Delta Dental, a formal description of which provided by the insurance carrier is attached hereto as Schedule C. The Village shall contribute up to a maximum of \$20.00 per employee per month toward payment of insurance premiums. Each employee may elect the specific coverage

he desires whether it be single with no dependents, husband and wife only or full family coverage provided that if the insurance premium costs exceed \$20.00 per month said employee must sign an authorization card enabling the Village to deduct the balance of the monthly premiums from the employee's bi-weekly salary. It is understood that in the event a monthly premium is less than \$20.00 for any employee, the Village is under no obligation to make a payment of the balance to the individual employee.

E. All employees covered by this agreement shall be provided by the Village an eye care benefit program. Under the program, which is to be self-funded by the Village, each employee who incurs expenses for eye care due to examination, treatment, prescriptions, or the purchase or replacement of lenses or frames shall be entitled to reimbursement of the actual amount expended not to exceed Two Hundred (\$200.00) Dollars within a two year period. Employees who seek reimbursement under the eye care program shall be required by the Village to have eye examinations at least once during the term of this agreement.

F. Effective on September 1, 1996, the Village agrees to provide Village employees and their dependents comprehensive health insurance as follows: (1) A Point-Of-Service Plan (hereinafter referred to as the "Ridgewood Plan", see attached schedule); or (2) A Traditional Indemnity Plan (hereinafter referred to as "The Indemnity Plan"). The Ridgewood Plan will be offered at no charge to employees. The Indemnity Plan will be offered at a cost representing the amount which the cost of the Indemnity Plan exceeds the cost of the Ridgewood Plan. This

differential will be calculated annually and implemented at the beginning of each calendar year. Cost differentials for the 1996 calendar year are: Single - \$17.56/month; Dependents - \$26.34/month; and Family - \$43.90/month. Such payments shall be by deduction from payroll.

(a) **New Hires** - New Hires will be placed in the Ridgewood Plan when hired but may change to the Indemnity Plan during periods of open enrollment.

(b) **Retirees** - Employees who become eligible for retirement on or after September 2, 1996, will be offered retiree health insurance benefits available to active employees. Retirees may apply reimbursement for Medicare B to the cost of The Indemnity Plan.

(c) **Prescription** - Employees shall be enrolled in a prescription plan under which they can obtain prescriptions required by competent medical authority for Federal legend drugs with a \$5.00 co-pay. There shall be no co-pay for drugs obtained through mail orders. The annual cap for prescription drugs shall be increased to \$5,000 effective August 1, 1996, which is the policy renewal date.

(d) If the number of doctors participating in First Option decreases by ten (10%) percent in the plan beneficiaries zip code area, the Village agrees, upon request of the union, to meet with the union to review the situation, to review other PPOs, and to discuss whether the Village should consider substituting another PPO in place of First Option.

(e) The Village agrees that the union shall be notified immediately and given the right to meet and discuss any modification of the health insurance provider. The general subject of health insurance shall remain negotiable consistent with applicable law.

(f) The co-pay for Doctors' visits shall be \$10.00 for the first twelve (12) months the Ridgewood Plan is in effect, thereafter reverting to \$15.00 co-pay.

(g) Should a retiree choose the "Ridgewood Plan" at retirement and, though no fault of his own, lose his ability to participate in the network "Ridgewood Plan" because the Managed Care provider Network ceases to exist, then the retired employee shall be allowed to use the Indemnity Plan free of charge.

(h) Should a Managed Care Hospital Facility not be available to a retiree within a twenty (20) mile radius of his home then the retiree may choose to take the Indemnity Plan. If the retiree chooses to take the Indemnity Plan, Part B Medicare reimbursements will be used to offset the differences in premium between the Indemnity Plan and the Managed Care Plan. The balance of Part B Medicare will then be refunded to the retiree.

(i) The members of the union agree to the point of service plan consistent with the Plan Document supplied by the employer and employers representation of coverage. It is further agreed that there will be no reduction in the level of coverage or additional cost to the employee other than the specified co-pays provided herein. Additionally, any member may, during open enrollment periods, elect to change from his current plan to

either the Indemnity Plan or the Ridgewood Plan with no limitations (i.e., Pre-existing conditions limitations or evidence of good health).

(j) If any part of this provision is prohibited by current law, then it shall not be implemented until such time as it becomes legally permissible. In any event, all other parts of this provision shall continue in full force and effect.

(k) All notices of changes in plan or plan options and elections available to employees shall be put in writing by the employer. Employees who wish to change plans, coverage or method of contribution (including the application of Medicare B reimbursement to the cost of the indemnity plan) shall notify the Village in writing.

G. The Employer will provide the full family plan, as described above, for each employee who retires with a twenty-five (25) year service retirement or a disability retirement through the employee's entire period of retirement. If an employee retires and receives the medical benefits after serving 25 years, the employee's spouse is eligible for continuation of the medical benefits if the employee dies.

H. If an employee retires with less than twenty-five (25) years of service, the employee shall be entitled to continue the plan at his/her own cost and expense.

I. Temporary Disability Plan - Effective January 1, 1997 the Village will provide a Temporary Disability Plan benefit that will continue for up to six months inclusive of paid sick leave. The benefit will be sixty percent (60%) of the employee's salary

to a maximum benefit level of \$1,000 per week. Accrued sick leave must be used by the employee prior to the commencement of the temporary disability benefit, which will continue for the balance of the six month period. The disability benefit will be payable after an eight day waiting period and entitlement will be based upon appropriate medical documentation of disability such as would qualify the employee for disability under the State disability plan. The Village has the right to have the employee examined by its own physicians. The Village retains the right to self fund or purchase insurance. In the event that the Village purchases insurance, the Village will bear the cost of the plan up to \$11,929 per year, which is consistent with the plan offered by Mutual of New York through Guardian Insurance. In the event that the cost of the insurance premium exceeds said amount, the excess cost will be deducted from the pay of unit employees. If the Village elects to self fund and the cost exceeds said amount, the Village will assume responsibility for said excess.

#### ARTICLE X

#### SICK LEAVE

##### A. Service Credit for Sick Leave

1. All permanent employees, full-time temporary or full-time provisional employees shall be entitled to sick leave with pay based on their aggregate years of service.

2. Sick leave may be utilized by employees when they are unable to perform their work by reason of personal illness, accident, or exposure to contagious disease; for the attendance



by the employee upon a member of the immediate family who is seriously ill or as otherwise provided in this contract.

3. Such sick leave shall not include any extended period where the employee serves as nurse or housekeeper during this period of illness.

B. Amount of Sick Leave

1. The minimum sick leave with pay shall accrue to any full-time employee on the basis of fifteen (15) working days in every calendar year.

2. Any amount of sick leave allowance not used in any calendar year shall accumulate to the employee's credit from year to year to be used if and when needed for such purpose.

3. Each employee shall be entitled to terminal leave upon retirement equivalent to either one-half of his or her accumulated sick leave or six (6) months, whichever is the lesser.

In the event termination of employment occurs by reason of death of an active employee, his or her estate or personal representative shall be entitled to a lump sum cash payment in an amount equal to the dollar value of either one-half (1/2) of his or her accumulated sick leave or six (6) months, whichever is lesser.

C. Reporting of Absence on Sick Leave

1. If an employee is absent for reasons that entitle him to sick leave, his supervisor shall be notified promptly as of the employee's usual reporting time, except in those work

situations where notice must be made prior to the employee's starting time.

2. Failure to so notify his supervisor may be cause of denial of the use of sick leave for that absence and constitute cause for disciplinary action.

3. Absence without notice for five (5) consecutive work days shall constitute a resignation.

D. Verification of Sick Leave

1. An employee who shall be absent on sick leave for five (5) or more consecutive working days shall be required to submit acceptable medical evidence substantiating the illness.

2. An employee who has been absent on sick leave for periods totaling ten (10) days in one (1) calendar year consisting of periods of less than five (5) days shall submit acceptable medical evidence for any additional sick leave in that year unless such illness is of a chronic or recurring nature requiring reported absences of one (1) day or less, in which case only one (1) certificate shall be necessary for a period of six (6) months.

3. In case of leave of absence due to exposure to contagious disease, a certificate from the Department of Health shall be required.

4. In case of death in the immediate family, reasonable proof shall be required.

5. The Village may require an employee who has been absent because of personal illness, as a condition of his return to duty, to be examined, at the expense of the Village, by a

physician designated by the Village. Such examination shall establish whether the employee is capable of performing his normal duties and that his return will not jeopardize the health of other employees.

E. Posting of Sick Leave

Sick leave time earned shall be posted for all employees in each department by the department at least every six (6) months.

F. Sick Leave Incentive

Each employee who works one whole calendar quarter without use of sick leave shall receive one-half day personal leave in addition to the personal leave allowed under Article XXI of this agreement. Calendar quarters shall be defined as those periods from January through March, April through June, July through September, and October through December. Time earned under the Sick Leave Incentive Plan shall be credited to the employee's personal leave time accumulated, and shall be used in accordance with the time constraints of Article XXI. An employee's use of other leave available under the contract such as vacation leave or personal leave shall not disqualify the employee from the benefit provided under the Sick Leave Incentive Plan. In no event shall an employee be entitled to earn and utilize more than four (4) days leave per year for the year 1991 and thereafter based upon a combination of personal days as provided under Article XXI herein and leave days earned pursuant to the sick leave incentive herein.

## ARTICLE XI

### INJURY ON DUTY

A. Where an employee covered under this Agreement suffers a work-connected injury or disability, the Village shall continue such employee at full pay during the continuance of such employee's inability to work for a period not to exceed one (1) year. During this period of time, all temporary disability benefits accruing under the provisions of the Workers Compensation Act shall be paid over to the Village.

B. The employee shall be required to present evidence by a certificate of a responsible physician that he is unable to work and the Village may reasonably require the said employee to present such certificates from time to time.

C. In the event the employee contends that he is entitled to a period of disability beyond the period established by the treating physician, or a physician employed by the Village or by its insurance carrier, then, and in that event, the burden shall be on the employee to establish such additional period of disability by obtaining a judgment in the Division of Worker's Compensation, or by the final decision of the last reviewing court shall be binding upon the parties.

D. For the purpose of this Article, injury or illness incurred while the employee is acting in any job-related activity shall be considered in the line of duty.

E. In the event a dispute arises as to whether an absence shall be computed or designated as sick leave or as an injury on duty, or as to the extent of temporary disability, the parties

agree to be bound by the decision of an appropriate Worker's Compensation judgment, or, if there is an appeal therefrom, the final decision of the last reviewing court.

F. An injury on duty requiring time off for treatment, recuperation or rehabilitation shall not be construed as sick leave or a sick leave occasion under the terms of the sick leave policy heretofore agreed upon between the parties.

## ARTICLE XII

### SALARIES AND COMPENSATION

A. Effective on and retroactive to January 1, 1996, each employee shall receive an increase to his or her annual base pay in the amount of three percent (3%) over the base pay he or she received on December 31, 1995.

B. Effective January 1, 1997, each employee shall receive an increase to his or her annual base pay in the amount of four percent (4%) over the base pay he or she received on December 31, 1996.

C. Effective on January 1, 1998, each employee shall receive an increase to his or her annual base pay in the amount of three percent (3%) over the base pay he or she received on December 31, 1997.

D. Effective on and retroactive to January 1, 1996, all employees will receive a One Hundred and Seventy-Five Dollar (\$175.00) wage allowance added to their annual base salary.

E. Step System

Each employee who has not reached Step 6 in the attached salary schedule shall advance annually one step on an anniversary date to be determined on the following basis:

1. If hired prior to 1/1/81 and permanently certified prior to 1/1/81, advancement to each next higher step shall take place annually on the anniversary of the date of permanent certification.

2. If hired on or after 1/1/81, advancement to each next higher step shall take place annually on the anniversary of the date of hire.

3. If hired prior to 1/1/83 but not permanently certified prior to 1/1/81, 1/1/81 shall be considered the date of hire for the purposes of this paragraph and advancement to each next higher step shall take place annually on January 1; in the event the employee has received step increases prior to 1/1/81, advancement to each next higher step shall take place annually on the anniversary date of the last step increase during 1980.

4. Employees hired on or after January 1, 1997, will be placed at a lower starting salary with an additional two (2) steps added to the beginning of the step system. The new starting salaries and step guide is attached hereto and made a part hereof as Attachment B.

5. The said salary step advances shall not be automatic, but shall be subject to review each year and may be withheld for just cause. Each employee shall be evaluated a minimum of two times each year and will be advised of such

evaluation. Based upon these evaluations and other established criteria, a salary step increase may be withheld from an employee. Such employees shall have the right to grieve the withholding of the salary step increase through the grievance procedure. Salary step increases withheld in one year may, at the discretion of the Village, be restored in subsequent years together with any other salary step increase due.

### ARTICLE XIII

#### LONGEVITY/NEW EMPLOYEES

Effective January 1, 1997, the longevity plan, which is based upon an employee's length of continuous service with the Village and more specifically noted below, shall be:

**For employees hired December 31, 1996 or before:**

1. After four (4) years of service Two (2%) percent longevity pay based upon employee's base salary.
2. After eight (8) years of service Four (4%) percent longevity pay based upon employee's base salary.
3. After twelve (12) years of service Six (6%) percent longevity pay based upon employee's base salary.
4. After sixteen (16) years of service Eight (8%) percent longevity pay based upon employee's base salary.
5. After twenty (20) or more years of service Ten (10%) percent longevity pay based upon employee's base salary.

**For employees hired January 1, 1997 and thereafter:**

1. After four (4) years of service One percent (1%) longevity pay based upon employee's base salary
2. After eight (8) years of service Three percent (3%) longevity pay based upon employee's base salary
3. After twelve (12) years of service Five percent (5%) longevity pay based upon employee's base salary
4. After sixteen (16) years of service Seven percent (7%) longevity pay based upon employee's base salary

- |  |  |
|--|--|
| years of service                         | upon employee's base salary  |
| 5. After twenty (20)<br>years of service | Nine percent (9%) longevity pay based<br>upon employee's base salary |

#### ARTICLE XIV

##### BULLETIN BOARD

A. One (1) bulletin board shall be made available by the Village at each department location and one (1) additional location for a total of six (6) bulletin boards.

B. These bulletin boards may be utilized by the Union for the purpose of posting Union announcements and other information of a non-controversial nature. The department head or his representative may have removed from the bulletin board any material which does not conform with the intent and provisions of this Article.

C. All bargaining unit promotional opportunities and vacancies will be posted on the aforementioned bulletin boards. However, no liability will attach to the Village for any neglect in this regard nor will this matter be subject to the Grievance Procedure.

#### ARTICLE XV

##### NO STRIKE PLEDGE

A. The Union covenants and agrees that during the term of this Agreement neither the Union nor any person acting in its behalf will cause, authorize, or support, nor will any of its members take part in any strike (i.e., the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part,



from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walkout or other job action against the Village. The Union agrees that such action would constitute a breach of this Agreement.

B. In the event of a strike, work stoppage, slowdown, walkout or other job action, it is covenanted and agreed that participation in any such activity by an employee covered under the terms of this Agreement shall entitle the Village to take appropriate disciplinary action, including but not limited to discharge in accordance with applicable law.

C. The Union will actively discourage and will take affirmative steps to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Village.

D. Nothing contained in this Agreement shall be construed to limit or restrict the Village in its right to seek and obtain such judicial relief as it may be entitled to have in law or in equity for injunction or damages or both in the event of such breach by the Union or its members.

#### ARTICLE XVI

##### NON-DISCRIMINATION

A. There shall be no discrimination by the Village or the Union against an employee on account of race, color, creed, sex, national origin, marital status, ancestry, sexual orientation, handicap or disability or service in the armed forces.

B. There shall be no discrimination, interference, restraint, or coercion by the Village or any of its

representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Union or because of any lawful activities by such employee on behalf of the Union. The Union, its members and agents, shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement who are not members of the Union and shall not solicit membership in the Union or the payment of dues during working time.

#### ARTICLE XVII

##### DEDUCTIONS FROM SALARY

A. Upon presentation to the Village of dues checkoff cards signed by individual employees, the Village shall deduct from the salaries of all employees who are Union members and subject to this Agreement dues for the Union. Said monies together with records of any corrections shall be transmitted to the Union office by the fifteenth (15th) of each month following the monthly pay period in which deductions were made.

B. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Union shall furnish to the Village written notice prior to the effective date of such change and shall furnish to the Village new authorization from its members showing the authorized deduction for each employee.

C. The Union will provide the necessary "check-off authorization" form and deliver the signed forms to the Village Director of Finance. The Union shall indemnify, defend and save the Village harmless against any and all claims, demands, suits

or other forms of liability that shall arise out of or by reason of action taken by the Village in reliance upon salary deduction authorization cards submitted by the Union to the Village.

D. As to those employees covered under this Agreement who are not members of the Union and/or from whom payroll deductions for dues are not made under Paragraph A of this Article, the Village shall deduct from the salaries of such employees a representation fee in lieu of dues in the amount of eighty-five (85%) percent of the amount deducted from those employees who are members of the Union, subject to the provisions of R.S. 34:13A-5.5, 5.6, 5.7 and 5.8. The Village shall forward said representation fees in lieu of dues to the Union.

E. Upon request by an employee, the Employer shall, by payroll deduction, permit the employee to participate in acquiring savings Bonds.

#### ARTICLE XVIII

##### PERSONNEL FILE

Employees covered by this Agreement shall be entitled to full access to inspect their personnel files or records kept by the Village reflecting their history of employment within the Village. Commencing from and after the date hereof, each employee covered by this Agreement shall be entitled to receive notice of any new information to be inserted in his or her personnel file, as well as the right to insert any responding and/or mitigating statement as he or she may desire.

## ARTICLE XIX

### LEAVES OF ABSENCE

Employees subject to this Agreement may be granted a leave of absence by the Village for good cause for a period of up to six months, which leave will not be unreasonably denied.

## ARTICLE XX

### JURY DUTY

Employees who are required to participate in jury duty service shall be granted a leave for the purpose of such jury duty service. The Village shall continue to pay to the employee his regular straight time pay less payment received for jury duty service.

## ARTICLE XXI

### PERSONAL LEAVE

Each employee covered by this Agreement shall be entitled to three (3) personal leave days per year, which shall be non-cumulative. Any employee desiring to take a personal leave day must make request for such leave through his or her supervisor at least two (2) working days in advance of the leave except in cases of emergency.

## ARTICLE XXII

### BEREAVEMENT LEAVE

All employees covered by this Agreement shall be granted up to a maximum of four (4) calendar days leave of absence with pay for each death of a member of the employee's immediate family. The immediate family is defined for purposes of this Article to be spouse, children, mother, father, brother, sister,

mother-in-law, father-in-law, grandparents, or other person living as a permanent member of the employee's household. This special leave of absence shall commence immediately following the death of such person and is for the sole purpose of arranging and attending funeral services. In no event will this leave extend beyond the day of the funeral. Sick or vacation time may be used after the date of the funeral, with approval of the Department Director. Bereavement leave shall not be charged to accumulated sick leave. Bereavement leave shall be available as necessary and shall not be limited to a maximum number of days per year.

#### ARTICLE XXIII

##### COFFEE BREAKS

Employees will be granted two (2) fifteen (15) minute coffee breaks daily, one (1) such coffee break shall be in the morning and the other in the afternoon, at times designated by the foreman or supervisor.

#### ARTICLE XXIV

##### UNION AS A PARTY IN INTEREST

The Union shall require its members to comply with the terms of this Agreement. The parties agree that the maintenance of a peaceable and constructive relationship between them and between the employer and the employees requires the establishment and cooperative use of the machinery provided for in this Agreement, and that it would detract from this relationship if individual employees or groups of employees would seek to interpret or enforce the Agreement on their own initiative or responsibility.

No individual employee may initiate any arbitration proceeding or move to confirm or vacate an award.

ARTICLE XXV

MISCELLANEOUS

1. The Union and the Village have negotiated on the subject of "flex-time" whereby in individual cases employees may with the prior approval of the Village alter their regular hours of work. The Village and the Union have agreed that flex-time may be adopted by an individual department if an agreement can be reached between the employees of that department and the department head which would allow for meeting the responsibilities of the office. It is expressly understood the Village is under no obligation to grant or approve a request for flex-time.

2. The Village shall arrange to reserve a block of parking spaces at the Village Hall parking lot for the employees covered by this agreement who work at the Village Hall. Parking stickers or permits shall be issued to employees who work at the Village Hall in order to enable them to park in reserved area.

3. During the period of this agreement, the Village shall publish and distribute an employee manual for employees covered by this agreement. The manual shall be in no way inconsistent with the terms and conditions of employment under this agreement. The manual shall include information on the details of insurance benefits required hereunder and general Village procedures.

4. An employee covered by this Agreement shall be entitled to participate in the Village Safety and Health Committee which

has jurisdiction to hear and settle matters affecting the safety, health and welfare of the employees.

5. Any monies other than normal wages, i.e. retroactive monies, vacation pay and the like will be issued in a separate check.

ARTICLE XXVI

TERM AND RENEWAL

The term of this Agreement shall commence January 1, 1996 and remain effective until December 31, 1998 or the date on which a successor Agreement is fully executed, whichever is later.

VILLAGE OF RIDGEWOOD

NJELU NO. 1/SEIU LOCAL 1988

By: Robert G. Mancuso

By: Carol Jacobsen

By: James M. D'Amico

By: Kristina Hayes

By: Terrence Fusco

By: Doreen K. Carlton

ATTEST:

Mary Sue Thichard

ATTEST:

Marilyn A. Hansen

ATTEST:

Marilyn A. Hansen

CA1021084\MRJ  
93096-2:25

SCHEDULE A

TITLES COVERED BY THIS AGREEMENT:

ASSESSMENTS

Clerk  
Senior Assessing Clerk

BOARD OF ADJUSTMENT

Clerk Typist

CENTRAL GARAGE

Administrative Clerk

COLLECTIONS

Bookkeeping Machine Operator  
Cashier  
Clerk  
Clerk Typist  
Principal Bookkeeping Machine Operator  
Senior Bookkeeping Machine Operator

COURT

Assistant Violations Clerk  
Clerk/Typist  
Violations Clerk

DEPARTMENT OF BUILDINGS & INSPECTIONS

Administrative Clerk

DEPARTMENT OF PARKS & RECREATION

Clerk Typist

DEPARTMENT OF PUBLIC WORKS

Clerk/Stenographer  
Clerk Typist  
Drafting Technician  
Principal Engineer  
Principal Engineering Aide

FINANCE

Bookkeeping Machine Operator  
Clerk  
Clerk Typist  
Principal Bookkeeping Operator  
Senior Account Clerk  
Senior Bookkeeper Operator

FIRE DEPARTMENT

Clerk Typist

HEALTH DEPARTMENT



Clerk Typist  
Deputy Registrar of Vital Statistics  
Senior Clerk Typist

POLICE DEPARTMENT  
Police Records Clerk

PURCHASING DEPARTMENT  
Senior Purchasing Assistant (typing)

SOLID WASTE  
Clerk Typist

STREET SERVICES  
Clerk Typist  
Public Works Inspector

WATER UTILITY  
Clerk Typist  
Drafting Technician  
Principal Clerk

and all other current titles and future titles generally  
recognized as "white-collar" titles.

## SETTLEMENT MEMORANDUM OF UNDERSTANDING

The parties hereto, the Village of Ridgewood (hereinafter referred to as the "Village", and N.J.E.L.U. #1, White Collar Unit (hereinafter referred to as the "Union", hereby agree as follows:

This Agreement shall be for three (3) years from January 1, 1996 through and including December 31, 1998. In the event a successor Agreement is not executed on or before December 31, 1998 then this Agreement shall remain in full force and effect until such successor Agreement is executed.

It is understood between the parties that this Agreement represents in part, a merger of the prior Labor Agreement and this Agreement. In the event of a merger inconsistency, the language contained in the prior Agreement and this Agreement shall control.

This Agreement shall be binding upon the parties herein, their executors, successors and assignees.

### ARTICLE IX (9) - BENEFITS

Effective on September 1, 1996, the Village agrees to provide Village employees and their dependents comprehensive health insurance as follows: (1) A Point-Of-Service Plan (hereinafter referred to as the "Ridgewood Plan", see Attachment A); or (2) A Traditional Indemnity Plan (hereinafter referred to as "The Indemnity Plan"). The Ridgewood Plan will be offered at no charge to employees. The Indemnity Plan will be offered at a cost representing the amount which the cost of the Indemnity Plan exceeds the cost of the Ridgewood Plan. This differential will be calculated annually and implemented at the beginning of each calendar year. Cost differentials for the 1996 calendar year are: Single - \$17.56/month; Dependents - \$26.34/month; and Family - \$43.90/month. Such payments shall be by deduction from payroll.

The Union accepts the Village's health care proposal as modified by PBA Local No. 20 of which a copy of the Village proposal and PBA Local 20 modification are attached and made a part hereof (Attachment B).

### TEMPORARY DISABILITY PLAN

Effective January 1, 1997 the Village will provide a Temporary Disability Plan benefit that will continue for up to six months inclusive of paid sick leave. The benefit will be sixty percent (60%) of the employee's salary to a maximum benefit level of \$1,000 per week. Accrued sick leave must be used by the employee prior to the commencement of the temporary disability benefit, which will continue for the balance of the six month period. The disability benefit will be payable after an eight day waiting period and entitlement will be based upon appropriate medical documentation of disability such as would qualify the employee for disability under the State disability plan. The Village has the right to have the employee examined by its own physicians. The Village retains the right to self fund or purchase insurance. In the event that the Village purchases insurance, the Village will bear the cost of the

plan up to \$11,929 per year, which is consistent with the plan offered by Mutual of New York through Guardian Insurance. In the event that the cost of the insurance premium exceeds said amount, the excess cost will be deducted from the pay of unit employees. If the Village elects to self fund and the cost exceeds said amount, the Village will assume responsibility for said excess.

#### ARTICLE IX (9) - BENEFITS

Add new paragraph G

A. The Employer will provide the full family plan, as described above, for each employee who retires with a twenty-five (25) year service retirement or a disability retirement through the employee's entire period of retirement. If an employee retires and receives the medical benefits after serving 25 years, the employee's spouse is eligible for continuation of the medical benefits if the employee dies.

B. If an employee retires with less than twenty-five (25) years of service and is not entitled to continue the plan described under Article IX, Paragraph A, the employee shall be entitled to continue the plan at his/her own cost and expense.

#### ARTICLE IX (9) - BENEFITS

Effective on September 1, 1996, paragraph F (Clothing Maintenance Allowance) will be deleted in effect and impact from the labor agreement.

#### ARTICLE XII (12) - SALARIES AND COMPENSATION

Effective on and retroactive to January 1, 1996 a general across-the-board wage increase will be added to his/her annual base pay of three percent (3%).

Effective on January 1, 1997 a general across-the-board wage increase will be added to his/her annual base pay of four percent (4%).

Effective on January 1, 1998 a general across-the-board wage increase will be added to his/her annual base pay of three percent (3%).

Effective on, and retroactive to January 1, 1996 all employees will receive a One Hundred and Seventy-Five Dollar (\$175.00) wage allowance added to their annual base salary.

#### SALARIES AND STEPS/NEW EMPLOYEES

Employees hired on or after January 1, 1997 will be placed at a lower starting salary with an additional two (2) steps added to the beginning of the step system. The new starting salaries and step guide is attached hereto (Attachment C) and made a part of this settlement.

#### ARTICLE XIII (13) - LONGEVITY/NEW EMPLOYEES

Employees hired on or after January 1, 1997 will receive longevity

based on the schedule attached hereto (Attachment D) and made a part of this settlement.

MISCELLANEOUS

Add the following:

Any monies other than normal wages, i.e. retroactive monies, vacation pay, and the like will be issued in a separate check.

Within sixty (60) days of the signing of this memorandum, the Village shall prepare, execute and provide all employees/members with new revised copies.

This Agreement is pending and subject to approval by the Village of Ridgewood White Collar Unit and the Village Council.

Witness:

Heather A. Mailander

8/29/96  
Date

Village of Ridgewood:

James M. Ben Hone

Witness:

Bob Winkowski

8/29/96  
Date

N.J.E.L.U. #1:

Lorraine Fusco

Debra K. Carter

Carol Friedman

Kristina Hayes

# AMENDMENT TO THE PLAN DOCUMENT OF THE VILLAGE OF RIDGEWOOD

Plan Number: 501    IRS Tax ID Number: 22-600-2257

Effective June 28, 1996, the document specified above is amended by the provision set forth below:

*The following provision is hereby added to the Plan:*

## VILLAGE OF RIDGEWOOD OPTION B - PPO PLAN SCHEDULE OF BENEFITS

### COMPREHENSIVE MAJOR MEDICAL EXPENSE BENEFITS

All benefit payments are limited to the Reasonable  
and Customary Charges only, except as specified.

*Lifetime Maximum Benefit* . . . . . \$1,000,000

	<u>PREFERRED PROVIDER</u>	<u>STANDARD PROVIDER</u>
<i>Calendar Year Deductible</i>		
Individual	N/A	\$250
Family	N/A	\$500
<i>Benefit Percentages Payable After Satisfaction of the Deductible (Unless Specified Otherwise)</i>	100%	70%

Benefits, except as otherwise specified, will increase to 100% after the out-of-pocket limit is satisfied.

<i>Calendar Year Out-of-Pocket Limit</i>		
Individual	N/A	\$1,500
Family	N/A	\$3,000

NOTE: Expenses incurred for the following cannot be applied toward the out-of-pocket limit:

1. The deductible;
2. Co-payments;
3. The penalty amount; (*ANY CHARGE ABOVE USUAL AND CUSTOMARY*)
4. Any charge excluded in the General Limitations;
5. Inpatient and outpatient treatment of Mental/Nervous Conditions, Chemical Dependency and Alcoholism treatment.

NOTE: THE DEDUCTIBLE, OUT-OF-POCKET LIMIT AND MAXIMUMS ARE COMBINED FOR BOTH THE PREFERRED AND STANDARD PROVIDERS.

*Benefit Percentages  
and Allowances*

	<u>PREFERRED PROVIDER</u>	<u>STANDARD PROVIDER</u>
<i>Diagnostic X-Ray and Lab Services</i>	\$15 co-payment per visit, then 100%	70%
<i>Emergency Room Services</i>	\$50 co-payment*, then 100%	70%
*NOTE: The co-payment applies to all charges incurred during the course of the emergency room visit including the Physician's charges, facility fee, lab and x-ray, and will be waived if the Covered Person is admitted directly to the Hospital.		
<i>Home Health Care</i>	100%	70%
<i>Calendar Year Maximum</i>	90 visits	90 visits
<i>Home Medical Services</i>	100%	70%
Maximum per Week	1 visit	1 visit
Maximum per 61 Days Following Hospital Discharge	8 visits	8 visits
<i>Hospital Services</i>		
<u>Inpatient</u>	100%	70%
Room and Board	Average semi-private rate	Average semi-private rate
Intensive Care Unit	Actual charge	Actual charge
Miscellaneous Services and Supplies	100%	70%
<u>Outpatient</u>	100%	70%
<i>Maternity Expenses</i>		
All Female Covered Persons	Same as any other illness	Same as any other illness

	<u>PREFERRED PROVIDER</u>	<u>STANDARD PROVIDER</u>
<i>Organ or Tissue Transplants</i>	100%	70%
Maximum Benefit per Procurement	\$10,000	\$10,000
Maximum Benefit for Transportation, Lodging and Meals	\$10,000	\$10,000
Daily Limit for Lodging and Meals per Transplant	\$200	\$200
Maximum Benefit for Private Duty Nursing per Transplant	\$10,000	\$10,000
<i>Physical Therapy</i>	\$15 co-payment per visit, then 100%	70%
<i>Physician's Office Visits</i>	\$15 co-payment*, then 100%	70%
<p><b>*NOTE: A single co-payment applies to the charges for the office visit only; the charges for the office visit, allergy injections, and x-ray and laboratory services rendered on the day of the office visit; and surgery performed in the office, provided an office visit charge is made.</b></p>		
<i>Radiation/Chemotherapy</i>	\$15 co-payment per visit, then 100%	70%
<i>Routine Physical Examinations</i>	\$15 co-payment per exam, then 100%	Not covered
<i>Skilled Nursing Facility</i>	100%	70%
Daily Allowance	50% of the average semi- private rate	50% of the average semi- private rate
Calendar Year Maximum	60 days	60 days
<i>Shock Therapy</i>	100%	70%
Calendar Year Maximum	12 treatments	12 treatments
<i>Speech Therapy</i>	\$15 co-payment per visit, then 100%	70%
<i>Well Baby Care</i>	\$15 co-payment per visit, then 100%	Not covered
<i>Mental/Nervous Conditions, Chemical Dependency Treatment</i>		
<u>Inpatient</u>	100%	50% *
Calendar Year Maximum	50 days	50 days
<u>Outpatient</u>	80% *	50% *



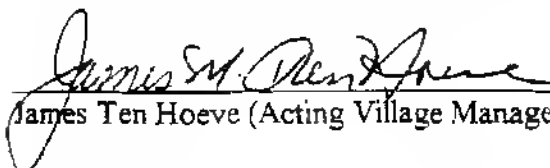

	<u>PREFERRED PROVIDER</u>	<u>STANDARD PROVIDER</u>
<i>Alcoholism Treatment</i>		
<u>Inpatient</u>	100%	70% *
<u>Outpatient</u>	50% *	50% *
<i>Mental/Nervous Conditions, Chemical Dependency/ Alcoholism Treatment</i>		
Combined Calendar Year		
Maximum Benefit	\$10,000	\$10,000
Combined Lifetime		
Maximum Benefit	\$20,000	\$20,000

\*NOTE: This percentage will never increase to 100%, nor accumulate toward the out-of-pocket limit.



- E) The Village agrees that the PBA shall be notified immediately and given the right to meet and discuss any modification of the health insurance provider. The general subject of health insurance shall remain negotiable consistent with applicable law.
- F) The co-pay for Doctors' visits shall be \$10 for the first twelve months the Ridgewood Plan is in effect, thereafter reverting to \$15 co-pay.
- G) Should a retiree choose the "Ridgewood Plan" at retirement and, through no fault of his own, lose his ability to participate in the network "Ridgewood Plan" because the Managed Care provider Network ceases to exist, then the retired employee shall be allowed to use the Indemnity Plan free of charge. *only apply to 25 years employees*
- H) Should a Managed Care Hospital Facility not be available to a retiree within a twenty mile radius of his home then the retiree may choose to take the Indemnity Plan. If the retiree chooses to take the Indemnity Plan, Part B Medicare reimbursements will be used to off set the differences in premium between the Indemnity Plan and the Managed Care Plan. The balance of Part B Medicare will then be refunded to the retiree.
- I) The members of the PBA agree to the point of service plan consistent with the Plan Document supplied by the employer and employers representation of coverage. It is further agreed that there will be no reduction in the level of coverage or additional cost to the employee other than the specified co-pays provided herein. Additionally, any member may, during open enrollment periods, elect to change from his current plan to either the Indemnity Plan or the Ridgewood Plan with no limitations (i.e. Pre-existing conditions limitations or evidence of good health).
- J) If any part of this provision is prohibited by current law, then it shall not be implemented until such time as it becomes legally permissible. In any event, all other parts of this provision shall continue in full force and effect.
- K) All notices of changes in plan or plan options and elections available to employees shall be put in writing by the employer. Employees who wish to change plans, coverage or method of contribution (including the application of Medicare B reimbursement to the cost of the indemnity plan) shall notify the Village in writing.

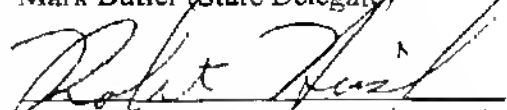
As agreed to this 8th Day of July, 1996 by;

  
James Ten Hoeve (Acting Village Manager)

\_\_\_\_\_  
Heather Mailander (Village Clerk)

  
David McDermott (President PBA 20)

  
Mark Butler (State Delegate)

  
Robert Hirsch (Recording Secretary)

## *Policeman's Benevolent Association*



MARK BUTLER

State Delegate

DOUGLAS WILLIAMS

Treasurer

CHRIS McDOWELL

Financial Secretary

ROBERT HIRSCH

Recording Secretary

PETER GILLEN

Sergeant at Arms

D. LaPORTA

T. LANDERS

J. RICE

Trustees

Local NO. 20

Ridgewood, N.J. 07450

DAVID McDERMOTT

President

PAUL DINICE

Vice-President

### Health Care Proposal as Modified by The PBA Negotiating Committee

The Village agrees to provide Village employees and their dependents comprehensive health insurance as follows. (1) A Point-Of-Service Plan (hereinafter referred to as the "Ridgewood Plan", see attached schedule); or (2) A Traditional Indemnity Plan (hereinafter referred to as "The Indemnity Plan") The Ridgewood Plan will be offered at no charge to employees. The Indemnity Plan will be offered at a cost representing the amount which the cost of the Indemnity Plan exceeds the cost of the Ridgewood Plan. This differential will be calculated annually and implemented at the beginning of each calendar year. Cost differentials for the 1996 calendar year are: Single - \$17.56 / month; Dependents - \$26.34/month, and Family - \$43.90/month. Such payments shall be by deduction from pay.

- A) **New Hires** - New Hires will be placed in the Ridgewood Plan when hired but may change to the indemnity Plan during periods of open enrollment.
- B) **Retirees** - Employees who become eligible for retirement on or after September 2, 1996, will be offered retiree health insurance benefits available to active employees. Retirees may apply reimbursement for Medicare B to the cost of The Indemnity Plan.
- C) **Prescription** - Employees shall be enrolled in a prescription plan under which they can obtain prescriptions required by competent medical authority for Federal legend drugs with a \$5.00 co-pay. There shall be no co-pay for drugs obtained through mail orders. The annual cap for prescription drugs shall be increased to \$5,000 effective August 1, 1996 which is the policy renewal date.
- D) If the number of doctors participating in First Option decreases by ten percent (10%) in the plan beneficiaries zip code area, the Village agrees, upon request of the union, to meet with the union to review the situation, to review other PPOs, and to discuss whether the Village should consider substituting another PPO in place of First Option.

*[Handwritten signatures]*

White Collar Salary Ranges - 1996  
Hired Prior to January 1, 1997

EX-101

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Municipal Court</b>						
Assistant Violations Clerk	24,904	26,213	27,522	28,830	30,139	31,448
Violations Clerk	24,904	26,213	27,522	28,830	30,139	31,448
Clerk Typist	24,172	25,102	26,033	26,963	27,893	28,823
Clerk Typist - Part Time	7.21	7.83	8.45	9.06	9.68	10.30
<b>Board of Adjustment</b>						
Clerk Typist	24,835	25,939	27,184	28,428	29,672	30,916
<b>Planning Board</b>						
Secretary Board/Commissions	34,175	35,536	36,897	38,258	39,619	40,981
<b>Village Clerk</b>						
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Purchasing</b>						
Purchasing Assistant	27,470	28,809	30,148	31,487	32,826	34,165
<b>Budget, Accounts and Treasury</b>						
Senior Account Clerk	25,374	27,288	29,202	31,116	33,030	34,944
Bookkeeping Machine Operator	24,697	25,942	27,186	28,431	29,675	30,919
St. Bookkeeping Mach. Op.	26,169	27,378	28,587	29,796	31,005	32,214
Pr. Bookkeeping Mach. Op.	27,817	28,798	29,874	31,152	32,331	33,509
Budget Examiner	35,185	36,431	37,667	38,903	40,139	41,375
Clerk	24,261	25,210	26,159	27,108	28,058	29,007
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Collections</b>						
Clerk	24,261	25,210	26,159	27,108	28,058	29,007
Cashier (annual stipend)	372	414	457	499	542	584
Bookkeeping Machine Operator	24,697	25,938	27,184	28,429	29,674	30,919
St. Bookkeeping Mach. Op.	26,156	27,369	28,580	29,792	31,003	32,214
Pr. Bookkeeping Mach. Op.	24,697	25,460	26,222	26,984	31,747	33,509
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Assessments</b>						
Assessing Clerk	26,749	27,985	29,221	30,457	31,693	32,929
<b>Engineering</b>						
Principal Engineer	50,057	52,019	53,982	55,944	57,906	59,869
Principal Engineering Aide	42,222	43,917	45,612	47,308	49,003	50,698
Clerk Stenographer	23,563	25,469	27,365	29,242	31,128	33,014
Drafting Technician	30,798	31,857	32,916	33,975	35,034	36,093
Public Works Inspector	33,255	34,434	35,603	36,772	37,941	39,110
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Central Garage</b>						
Administrative Clerk	34,175	35,536	36,897	38,258	39,619	40,981
<b>Building Department</b>						
Senior Clerk Typist	27,530	28,562	29,593	30,625	31,737	32,789
Building Inspector	37,328	38,421	39,513	40,606	41,699	42,791
<b>Street Department</b>						
Clerk Typist P/T	16.40					
<b>Parks Department</b>						
Clerk Typist	24,697	25,934	27,171	28,408	29,645	30,882
<b>Recreation</b>						
Clerk Typist	24,695	25,933	27,170	28,408	29,645	30,882
Senior Clerk Typist	27,530	28,562	29,593	30,625	31,737	32,789
<b>Health Department</b>						
Deputy Registrar of Vital Stat.	30,798	31,912	33,025	34,139	35,252	36,366
Senior Clerk Typist	27,530	28,562	29,593	30,625	31,737	32,789
Clerk Typist	24,261	25,210	26,158	27,108	28,058	29,007
<b>Fire Department</b>						
Clerk Typist	24,695	25,939	27,184	28,428	29,672	30,916
Clerk Typist - P/T	13.48	14.16	14.85	15.53	16.21	16.89
Administrative Clerk	34,357	35,726	37,095	38,465	39,835	41,204
<b>Police Department</b>						
Police Records Clerk	20,733	21,862	22,991	24,120	25,249	26,378
<b>Water Utility</b>						
Principal Clerk	27,959	28,970	29,981	30,992	32,003	33,014
Drafting Technician	24,922	25,693	26,464	27,235	28,006	28,777
Senior Clerk Typist	27,530	28,562	29,593	30,625	31,737	32,789
Clerk Typist	24,905	25,973	27,041	28,109	29,177	30,245
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919

White Collar Salary Ranges - 1997  
Hired Prior to January 1, 1997

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Municipal Court</b>						
Assistant Violations Clerk	25,900	27,262	28,623	29,984	31,345	32,706
Violations Clerk	25,900	27,262	28,623	29,984	31,345	32,706
Clerk Typist	25,139	26,106	27,074	28,041	29,009	29,976
Clerk Typist - Part-Time	7.50	8.14	8.78	9.43	10.07	10.71
<b>Board of Adjustment</b>						
Clerk Typist	25,683	26,977	28,271	29,565	30,859	32,153
<b>Planning Board</b>						
Secretary Board/Commissions	35,542	38,958	38,373	39,789	41,204	42,620
<b>Village Clerk</b>						
Clerk Typist	25,685	26,979	28,274	29,568	30,862	32,156
<b>Purchasing</b>						
Purchasing Assistant	28,569	29,861	31,354	32,746	34,139	35,532
<b>Budget, Accounts and Treasury</b>						
Senior Account Clerk	25,389	26,379	30,370	32,360	34,351	36,341
Bookkeeping Machine Operator	25,885	26,979	28,274	29,568	30,862	32,156
Sr. Bookkeeping Mach. Op.	27,216	28,473	29,731	30,888	32,245	33,503
Pr. Bookkeeping Mach. Op.	28,722	29,947	31,173	32,398	33,624	34,849
Budget Examiner	36,803	37,888	39,174	40,459	41,745	43,030
Clerk	25,231	26,218	27,205	28,193	29,180	30,167
Clerk Typist	25,685	26,979	28,274	29,568	30,862	32,156
<b>Collections</b>						
Clerk	25,231	26,218	27,205	28,193	29,180	30,167
Cashier (annual stipend)	387	431	475	519	563	607
Bookkeeping Machine Operator	25,882	26,977	28,272	29,567	30,861	32,156
Sr. Bookkeeping Mach. Op.	27,204	28,464	29,724	30,983	32,243	33,503
Pr. Bookkeeping Mach. Op.	25,885	27,518	29,351	31,184	33,016	34,849
Clerk Typist	25,685	26,979	28,274	29,568	30,862	32,156
<b>Assessments</b>						
Assessing Clerk	27,819	29,104	30,390	31,675	32,961	34,246
<b>Engineering</b>						
Principal Engineer	52,059	54,100	56,141	58,182	60,223	62,263
Principal Engineering Aide	43,911	45,674	47,437	49,200	50,963	52,727
Clerk Stenographer	24,526	26,488	28,450	30,411	32,373	34,335
Drafting Technician	32,030	33,131	34,233	35,334	36,435	37,537
Public Works Inspector	34,585	35,811	37,027	38,243	39,459	40,674
Clerk Typist	25,685	26,979	28,274	29,568	30,862	32,156
<b>Central Garage</b>						
Administrative Clerk	35,542	38,958	38,373	39,789	41,204	42,620
<b>Building Department</b>						
Senior Clerk Typist	28,631	29,725	30,819	31,913	33,007	34,100
Building Inspector	38,821	39,958	41,084	42,230	43,367	44,503
<b>Street Department</b>						
Clerk Typist - P/T	17.05					
<b>Parks Department</b>						
Clerk Typist	25,685	26,972	28,258	29,545	30,831	32,118
<b>Recreation</b>						
Clerk Typist	25,683	26,970	28,257	29,544	30,831	32,118
Senior Clerk Typist	28,631	29,725	30,819	31,913	33,007	34,100
<b>Health Department</b>						
Deputy Registrar of Vital Stat.	32,030	33,188	34,345	35,504	36,663	37,821
Senior Clerk Typist	28,631	29,725	30,819	31,913	33,007	34,100
Clerk Typist	25,231	26,218	27,205	28,193	29,180	30,167
<b>Fire Department</b>						
Clerk Typist	25,683	26,977	28,271	29,565	30,859	32,153
Clerk Typist - P/T	14.02	14.73	15.44	16.15	16.86	17.57
Administrative Clerk	35,731	37,155	38,579	40,004	41,428	42,852
<b>Police Department</b>						
Police Records Clerk	21,562	22,549	23,537	24,524	25,511	26,498
<b>Water Utility</b>						
Principal Clerk	29,078	30,129	31,181	32,232	33,284	34,335
Drafting Technician	25,919	26,721	27,522	28,324	29,126	29,928
Senior Clerk Typist	28,631	29,725	30,819	31,913	33,007	34,100
Clerk Typist	25,802	27,012	28,123	29,233	30,344	31,455
Clerk Typist	25,685	26,979	28,274	29,568	30,862	32,156

**White Collar Salary Ranges - 1998**  
**Hired Prior to January 1, 1997**

<b>Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b><i>Municipal Court</i></b>						
Assistant Violations Clerk	28,677	28,079	29,481	30,883	32,285	33,687
Violations Clerk	26,677	28,079	29,481	30,883	32,285	33,687
Clerk Typist	25,893	26,890	27,886	28,883	29,879	30,876
Clerk Typist - Part-Time	7.72	8.39	9.05	9.71	10.37	11.03
<b><i>Board of Adjustment</i></b>						
Clerk Typist	26,453	27,786	29,119	30,452	31,785	33,118
<b><i>Planning Board</i></b>						
Secretary Board/Commissioner	36,609	38,067	39,524	40,982	42,440	43,898
<b><i>Village Clerk</i></b>						
Clerk Typist	26,456	27,789	29,122	30,455	31,788	33,121
<b><i>Purchasing</i></b>						
Purchasing Assistant	29,426	30,860	32,295	33,729	35,163	36,598
<b><i>Budget, Accounts and Treasury</i></b>						
Senior Account Clerk	27,181	29,231	31,281	33,331	35,381	37,432
Bookkeeping Machine Operator	26,456	27,789	29,122	30,455	31,788	33,121
Sr. Bookkeeping Mach. Op.	26,032	26,327	30,623	31,918	33,213	34,508
Pr. Bookkeeping Mach. Op.	29,584	30,846	32,108	33,370	34,633	35,895
Budget Examiner	37,701	39,025	40,349	41,673	42,997	44,321
Clerk	25,988	27,005	28,022	29,038	30,055	31,072
Clerk Typist	26,456	27,789	29,122	30,455	31,788	33,121
<b><i>Collections</i></b>						
Clerk	25,988	27,005	28,022	29,038	30,055	31,072
Cashier (annual stipend)	398	444	489	535	580	626
Bookkeeping Machine Operator	26,452	27,786	29,120	30,454	31,787	33,121
Sr. Bookkeeping Mach. Op.	28,020	29,318	30,615	31,913	33,210	34,508
Pr. Bookkeeping Mach. Op.	26,456	28,343	30,231	32,119	34,007	35,895
Clerk Typist	26,456	27,789	29,122	30,455	31,788	33,121
<b><i>Assessments</i></b>						
Assessing Clerk	28,654	29,978	31,302	32,626	33,950	35,274
<b><i>Engineering</i></b>						
Principal Engineer	53,621	55,723	57,825	59,927	62,029	64,131
Principal Engineering Aide	45,228	47,044	48,860	50,676	52,492	54,308
Clerk Stenographer	25,262	27,283	29,303	31,324	33,344	35,365
Drafting Technician	32,991	34,125	35,260	36,394	37,529	38,663
Public Works Inspector	35,633	36,888	38,138	39,390	40,642	41,895
Clerk Typist	26,456	27,789	29,122	30,455	31,788	33,121
<b><i>Central Garage</i></b>						
Administrative Clerk	36,609	38,067	39,524	40,982	42,440	43,898
<b><i>Building Department</i></b>						
Senior Clerk Typist	29,490	30,617	31,744	32,870	33,997	35,123
Building Inspector	39,988	41,156	42,327	43,497	44,668	45,838
<b><i>Street Department</i></b>						
Clerk Typist P/T	17.57					
<b><i>Parks Department</i></b>						
Clerk Typist	26,456	27,781	29,106	30,431	31,756	33,081
<b><i>Recreation</i></b>						
Clerk Typist	28,453	27,779	29,105	30,430	31,756	33,081
Senior Clerk Typist	29,490	30,617	31,743	32,870	33,997	35,123
<b><i>Health Department</i></b>						
Deputy Registrar of Vital Stat.	32,991	34,154	35,377	36,570	37,762	38,955
Senior Clerk Typist	29,490	30,617	31,743	32,870	33,997	35,123
Clerk Typist	25,988	27,005	28,022	29,038	30,055	31,072
<b><i>Fire Department</i></b>						
Clerk Typist	26,453	27,786	29,119	30,452	31,785	33,118
Clerk Typist - P/T	14.44	15.17	15.90	16.63	17.36	18.09
Administrative Clerk	36,803	38,270	39,737	41,204	42,671	44,138
<b><i>Police Department</i></b>						
Police Records Clerk	22,209	23,226	24,243	25,259	26,276	27,293
<b><i>Water Utility</i></b>						
Principal Clerk	29,950	31,033	32,116	33,199	34,282	35,365
Drafting Technician	26,696	27,522	28,348	29,174	30,000	30,826
Senior Clerk Typist	29,490	30,617	31,743	32,870	33,997	35,123
Clerk Typist	26,679	27,822	28,966	30,110	31,254	32,398
Clerk Typist	26,456	27,789	29,122	30,455	31,788	33,121

White Collar Salary Ranges - 1986  
Hired After January 1, 1997

new

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<b>Municipal Court</b>						
Assistant Violations Clerk	24,904	25,213	27,522	28,830	30,139	31,448
Violations Clerk	24,904	25,213	27,522	28,830	30,139	31,448
Clerk Typist	24,172	25,102	26,033	26,963	27,893	28,823
Clerk Typist - Part-Time	7.21	7.83	8.45	9.06	9.68	10.30
<b>Board of Adjustment</b>						
Clerk Typist	24,695	25,939	27,184	28,428	29,672	30,916
<b>Planning Board</b>						
Secretary Board/Commissions	34,175	35,536	36,897	38,258	39,619	40,981
<b>Village Clerk</b>						
Clerk Typist	24,897	25,942	27,186	28,431	29,675	30,919
<b>Purchasing</b>						
Purchasing Assistant	27,470	28,809	30,148	31,487	32,826	34,165
<b>Budget, Accounts and Treasury</b>						
Senior Account Clerk	25,374	27,288	29,202	31,116	33,030	34,944
Bookkeeping Machine Operator	24,697	25,942	27,186	28,431	29,675	30,919
Sr. Bookkeeping Mach. Op.	25,169	27,378	28,587	29,796	31,005	32,214
Pr. Bookkeeping Mach. Op.	27,617	28,796	29,974	31,152	32,331	33,509
Budget Examiner	35,195	36,431	37,667	38,903	40,139	41,375
Clerk	24,261	25,210	26,159	27,108	28,058	29,007
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Collections</b>						
Clerk	24,261	25,210	26,159	27,108	28,058	29,007
Cashier (annual stipend)	372	414	457	499	542	584
Bookkeeping Machine Operator	24,694	25,939	27,184	28,429	29,674	30,919
Sr. Bookkeeping Mach. Op.	26,158	27,369	28,580	29,792	31,003	32,214
Pr. Bookkeeping Mach. Op.	24,897	26,460	28,022	29,584	31,147	32,709
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Assessments</b>						
Assessing Clerk	26,749	27,895	29,221	30,457	31,693	32,929
<b>Engineering</b>						
Principal Engineer	50,057	52,019	53,982	55,944	57,906	59,869
Principal Engineering Aide	42,222	43,917	45,612	47,306	49,003	50,699
Clerk Stenographer	23,583	25,469	27,355	29,242	31,128	33,014
Drafting Technician	30,796	31,857	32,918	33,979	35,039	36,099
Public Works Inspector	33,265	34,434	35,603	36,772	37,941	39,110
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919
<b>Central Garage</b>						
Administrative Clerk	34,175	35,536	36,897	38,258	39,619	40,981
<b>Building Department</b>						
Senior Clerk Typist	27,530	28,582	29,633	30,685	31,737	32,789
Building Inspector	37,328	38,421	39,513	40,606	41,699	42,791
<b>Street Department</b>						
Clerk Typist - P/T	16.40					
<b>Parks Department</b>						
Clerk Typist	24,697	25,934	27,171	28,408	29,645	30,882
<b>Recreation</b>						
Clerk Typist	24,695	25,933	27,170	28,408	29,645	30,882
Senior Clerk Typist	27,530	28,582	29,633	30,685	31,737	32,789
<b>Health Department</b>						
Deputy Registrar of Vital Stat.	30,798	31,912	33,025	34,139	35,252	36,366
Senior Clerk Typist	27,530	28,582	29,633	30,685	31,737	32,789
Clerk Typist	24,261	25,210	26,159	27,108	28,058	29,007
<b>Fire Department</b>						
Clerk Typist	24,695	25,939	27,184	28,428	29,672	30,916
Clerk Typist - P/T	13.48	14.16	14.85	15.53	16.21	16.89
Administrative Clerk	34,357	35,726	37,096	38,465	39,835	41,204
<b>Police Department</b>						
Police Records Clerk	20,733	21,682	22,631	23,581	24,530	25,479
<b>Water Utility</b>						
Principal Clerk	27,959	28,970	29,981	30,992	32,003	33,014
Drafting Technician	24,822	25,693	26,464	27,235	28,006	28,777
Senior Clerk Typist	27,530	28,582	29,633	30,685	31,737	32,789
Clerk Typist	24,895	25,973	27,041	28,109	29,177	30,245
Clerk Typist	24,697	25,942	27,186	28,431	29,675	30,919

White Collar Salary Ranges - 1997  
Hired After January 1, 1997

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Municipal Court</b>								
Assistant Violations Clerk	23,178	24,539	25,900	27,262	28,623	29,984	31,345	32,706
Violations Clerk	23,178	24,539	25,900	27,262	28,623	29,984	31,345	32,706
Clerk Typist	23,204	24,171	25,139	25,106	27,074	28,041	29,009	29,876
Clerk Typist - Part-Time	8.21	8.86	7.50	8.14	8.78	9.43	10.07	10.71
<b>Board of Adjustment</b>								
Clerk Typist	23,095	24,389	25,683	26,977	28,271	29,565	30,859	32,153
<b>Planning Board</b>								
Secretary Board/Commissions	32,711	34,127	35,542	36,958	38,373	39,789	41,204	42,620
<b>Village Clerk</b>								
Clerk Typist	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156
<b>Purchasing</b>								
Purchasing Assistant	25,784	27,176	28,569	29,961	31,354	32,746	34,139	35,532
<b>Budget, Accounts and Treasury</b>								
Senior Account Clerk	22,408	24,398	26,389	28,379	30,370	32,360	34,351	36,341
Bookkeeping Machine Operator	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156
Sr. Bookkeeping Mach. Op.	24,701	25,958	27,216	28,473	29,731	30,988	32,245	33,503
Pr. Bookkeeping Mach. Op.	26,271	27,497	28,722	29,947	31,173	32,398	33,624	34,849
Budget Examiner	34,032	35,317	36,603	37,888	39,174	40,459	41,745	43,030
Clerk	23,257	24,244	25,231	26,218	27,205	28,193	29,180	30,167
Clerk Typist	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156
<b>Collections</b>								
Clerk	23,257	24,244	25,231	26,218	27,205	28,193	29,180	30,167
Cashier (annual stipend)	298	343	387	431	475	519	563	607
Bookkeeping Machine Operator	23,092	24,387	25,682	26,977	28,272	29,567	30,861	32,156
Sr. Bookkeeping Mach. Op.	24,685	25,944	27,204	28,464	29,724	30,983	32,243	33,503
Pr. Bookkeeping Mach. Op.	22,019	23,852	25,685	27,518	29,351	31,184	33,016	34,849
Clerk Typist	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156
<b>Assessments</b>								
Assessing Clerk	25,248	26,534	27,819	29,104	30,390	31,675	32,961	34,246
<b>Engineering</b>								
Principal Engineer	47,977	50,018	52,059	54,100	56,141	58,182	60,223	62,263
Principal Engineering Aide	40,384	42,147	43,911	45,674	47,437	49,200	50,963	52,727
Clerk Stenographer	20,602	22,564	24,526	26,488	28,450	30,411	32,373	34,335
Drafting Technician	29,827	30,928	32,030	33,131	34,233	35,334	36,435	37,537
Public Works Inspector	32,184	33,380	34,595	35,811	37,027	38,243	39,459	40,674
Clerk Typist	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156
<b>Central Garage</b>								
Administrative Clerk	32,711	34,127	35,542	36,958	38,373	39,789	41,204	42,620
<b>Building Department</b>								
Senior Clerk Typist	26,443	27,537	28,631	29,725	30,819	31,913	33,007	34,100
Building Inspector	36,549	37,685	38,821	39,958	41,094	42,230	43,367	44,503
<b>Street Department</b>								
Clerk Typist - P/T			17.05					
<b>Parks Department</b>								
Clerk Typist	23,112	24,389	25,665	26,972	28,258	29,545	30,831	32,118
<b>Recreation</b>								
Clerk Typist	23,109	24,366	25,663	26,970	28,257	29,544	30,831	32,118
Senior Clerk Typist	26,443	27,537	28,631	29,725	30,819	31,913	33,007	34,100
<b>Health Department</b>								
Deputy Registrar of Vital Stat.	29,713	30,872	32,030	33,188	34,346	35,504	36,663	37,821
Senior Clerk Typist	26,443	27,537	28,631	29,725	30,819	31,913	33,007	34,100
Clerk Typist	23,257	24,244	25,231	26,218	27,205	28,193	29,180	30,167
<b>Fire Department</b>								
Clerk Typist	23,085	24,389	25,683	26,977	28,271	29,565	30,859	32,153
Clerk Typist - P/T	12.60	13.31	14.02	14.73	15.44	16.15	16.86	17.57
Administrative Clerk	32,882	34,307	35,731	37,155	38,579	40,004	41,428	42,852
<b>Police Department</b>								
Police Records Clerk	19,588	20,575	21,562	22,549	23,537	24,524	25,511	26,498
<b>Water Utility</b>								
Principal Clerk	26,975	28,026	29,078	30,129	31,181	32,232	33,284	34,335
Drafting Technician	24,315	25,117	25,919	26,721	27,523	28,324	29,126	29,928
Senior Clerk Typist	26,443	27,537	28,631	29,725	30,819	31,913	33,007	34,100
Clerk Typist	23,080	24,781	25,982	27,012	28,123	29,233	30,344	31,455
Clerk Typist	23,097	24,391	25,685	26,979	28,274	29,568	30,862	32,156

White Collar Salary Ranges - 1998  
Hired After January 1, 1997

Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Municipal Court</b>								
Assistant Violations Clerk	23,374	25,276	26,677	28,079	29,481	30,883	32,285	33,687
Violations Clerk	23,874	25,276	26,677	28,079	29,481	30,883	32,285	33,687
Clerk Typist	23,900	24,896	25,893	26,890	27,886	28,883	29,879	30,876
Clerk Typist - Part-Time	6.40	7.08	7.72	8.38	9.05	9.71	10.37	11.03
<b>Board of Adjustment</b>								
Clerk Typist	23,788	25,121	26,453	27,786	29,119	30,452	31,785	33,118
<b>Planning Board</b>								
Secretary Board/Commissions	33,693	35,151	36,609	38,067	39,524	40,982	42,440	43,898
<b>Village Clerk</b>								
Clerk Typist	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121
<b>Purchasing</b>								
Purchasing Assistant	26,557	27,992	29,426	30,860	32,295	33,729	35,163	36,598
<b>Budget, Accounts and Treasury</b>								
Senior Account Clerk	23,080	25,130	27,181	29,231	31,281	33,331	35,381	37,432
Bookkeeping Machine Operator	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121
Sr. Bookkeeping Mach. Op.	25,442	26,737	28,032	29,327	30,623	31,918	33,213	34,508
Pr. Bookkeeping Mach. Op.	27,059	28,321	29,584	30,846	32,108	33,370	34,633	35,895
Budget Examiner	35,033	36,377	37,701	39,025	40,349	41,673	42,997	44,321
Clerk	23,954	24,971	25,988	27,005	28,022	29,038	30,055	31,072
Clerk Typist	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121
<b>Collections</b>								
Clerk	23,954	24,971	25,988	27,005	28,022	29,038	30,055	31,072
Cashier (annual stipend)	307	353	398	444	489	535	580	626
Bookkeeping Machine Operator	23,785	25,118	26,452	27,786	29,120	30,454	31,787	33,121
Sr. Bookkeeping Mach. Op.	26,425	28,723	28,020	29,318	30,615	31,913	33,210	34,508
Pr. Bookkeeping Mach. Op.	22,880	24,568	26,456	28,343	30,231	32,119	34,007	35,895
Clerk Typist	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121
<b>Assessments</b>								
Assessing Clerk	26,006	27,330	28,654	29,978	31,302	32,626	33,950	35,274
<b>Engineering</b>								
Principal Engineer	49,417	51,519	53,621	55,723	57,825	59,927	62,029	64,131
Principal Engineering Aide	41,588	43,412	45,228	47,044	48,860	50,676	52,492	54,308
Clerk Stenographer	21,221	23,241	25,262	27,283	29,303	31,324	33,344	35,365
Drafting Technician	30,722	31,856	32,991	34,125	35,260	36,394	37,529	38,663
Public Works Inspector	33,129	34,381	35,633	36,886	38,138	39,390	40,642	41,895
Clerk Typist	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121
<b>Central Garage</b>								
Administrative Clerk	33,693	35,151	36,609	38,067	39,524	40,982	42,440	43,898
<b>Building Department</b>								
Senior Clerk Typist	27,236	28,363	29,490	30,617	31,743	32,870	33,997	35,123
Building Inspector	37,645	38,815	39,986	41,156	42,327	43,497	44,668	45,838
<b>Street Department</b>								
Clerk Typist - P/T			17.57					
<b>Parks Department</b>								
Clerk Typist	23,805	25,131	26,456	27,781	29,106	30,431	31,756	33,081
<b>Recreation</b>								
Clerk Typist	23,802	25,128	26,453	27,779	29,105	30,430	31,756	33,081
Senior Clerk Typist	27,238	28,363	29,490	30,617	31,743	32,870	33,997	35,123
<b>Health Department</b>								
Deputy Registrar of Vital Stat.	30,605	31,798	32,991	34,184	35,377	36,570	37,762	38,955
Senior Clerk Typist	27,236	28,363	29,490	30,617	31,743	32,870	33,997	35,123
Clerk Typist	23,954	24,971	25,988	27,005	28,022	29,038	30,055	31,072
<b>Fire Department</b>								
Clerk Typist	23,788	25,121	26,453	27,786	29,119	30,452	31,785	33,118
Clerk Typist - P/T	12.98	13.71	14.44	15.17	15.90	16.63	17.36	18.09
Administrative Clerk	33,869	35,336	36,803	38,270	39,737	41,204	42,671	44,138
<b>Police Department</b>								
Police Records Clerk	20,175	21,192	22,209	23,226	24,243	25,259	26,276	27,293
<b>Water Utility</b>								
Principal Clerk	27,784	28,867	29,950	31,033	32,116	33,199	34,282	35,365
Drafting Technician	25,044	25,870	26,696	27,522	28,348	29,174	30,000	30,826
Senior Clerk Typist	27,236	28,363	29,490	30,617	31,743	32,870	33,997	35,123
Clerk Typist	24,391	25,335	26,279	27,222	28,166	29,110	30,054	31,000
Clerk Typist	23,790	25,123	26,456	27,789	29,122	30,455	31,788	33,121



Attachment D

ARTICLE XIII (13) - LONGEVITY

Effective January 1, 1997, the Longevity Plan, which is based upon the employee's length of continuous service with the Village and more specifically noted below, shall be:

**For employees hired December 31, 1996 or before:**

- |    |  |   |
|----|--|---|
| 1. | After four (4) years of service            | Two (2%) percent longevity pay based upon employee's base salary.   |
| 2. | After eight (8) years of service           | Four (4%) percent longevity pay based upon employee's base salary.  |
| 3. | After twelve (12) years of service         | Six (6%) percent longevity pay based upon employee's base salary.   |
| 4. | After sixteen (16) years of service        | Eight (8%) percent longevity pay based upon employee's base salary. |
| 5. | After twenty (20) or more years of service | Ten (10%) percent longevity pay based upon employee's base salary.  |

**For employees hired January 1, 1997 and thereafter:**

- |    |  |   |
|----|--|---|
| 1. | After four (4) years of service            | One (1%) percent longevity pay based upon employee's base salary.   |
| 2. | After eight (8) years of service           | Three (3%) percent longevity pay based upon employee's base salary. |
| 3. | After twelve (12) years of service         | Five (5%) percent longevity pay based upon employee's base salary.  |
| 4. | After sixteen (16) years of service        | Seven (7%) percent longevity pay based upon employee's base salary. |
| 5. | After twenty (20) or more years of service | Nine (9%) percent longevity pay based upon employee's base salary.  |